

Westminster Agricultural Commission's Westminster Farmer's Market On- site Coordinator Job Description

Anticipated number of hours – 100 -125 – depending on arrangements and events

Skill sets required:

1. Good communication skills –work to develop good relationships with vendors and customers
2. May need to arbitrate on site – ability to handle conflicting points of information and remain calm
3. Some organizational skills – need to track vendor attendance and compliance with the rules as well as maintain the “historical log” that details weather, inspections, unusual visitors, major debates or other notable events – to be used for continuity, evaluation and fairness.
4. Ability to set up a canopy structure – both to set up the Manager's booth and to assist if anyone else needs a helping hand. Make sure all tents are pegged down against wind!!
5. Must be on email and be able to check it regularly during the season

Time required:

Farmer's Market runs from the first Friday in May to the last Friday in October from 3-6:30pm. Manager must be on site by 2:30pm to make sure that the market is being set up correctly and may leave after 6:30pm and most of the vendors are gone, musician is gone (or packing up) and gazebo is organized and locked up.

1. Attend a Jury Committee meeting - held in Spring to approve vendors. Should attend in order to understand the jurying process and be able to uphold the standards of the market.

Specific jobs:

1. Arrive by 2:30pm each Friday, make sure the market set up goes smoothly
2. Make sure that the Manager's booth is set up.
3. Check on all vendors as they arrive
4. Collect per diem fees and keep accurate accounts, maintain cash box
5. Walk the market – get to know the vendors and the customers
6. Check coolers and freezers with Board of Health thermometer
7. Check signage in booths and check stall items against applications
8. Act as good will ambassador for local foods, local agriculture
9. Provide feedback to both the Jury Committee and the Ag Com.
10. Act as the safety and security coordinator, know how to access first aid kit and fire extinguishers in gazebo basement – call 911 with true emergency. Ag Com members are on the hill during the market but the on-site manager will most engaged with the market as a whole and will spot trouble fastest.
11. Provide any other on site support that's needed in order to keep the market running smoothly and safely for all involved.
12. Make sure field is clean and clear, all vendors safely have their canopies down, the musician(s) have all of their equipment in hand and the gazebo is locked.